

Tips for Sponsors of Soldiers coming to the Warrior Leaders Course  
Student report uniform is PT's/Sponsor uniform is the Duty Uniform

#### AT THE UNIT

- Ensure the packet is complete
  - Student information sheet
  - DA 1610 (units in the Grafenwoehr, Vilseck, and Hohenfels area require a memorandum only)
  - TASS pre-execution checklist (Must be signed by the Company Commander or equivalent)
  - DA 705 and DA 5500/5501 from unit. Must be completed within 30 days prior to report date
  - Current ERB
- Equipment and clothing layout in accordance with the current packing list
  - Recommend checking website weekly to ensure current information is used
  - ALL TA-50 must be serviceable
  - If TA-50 is missing because the unit is not authorized/issued that piece of equipment a memorandum signed by the BN CDR or CSM must be forwarded to the Commandant for approval prior to the student arriving.
- Verify all clothing bag items are serviceable
  - PT shorts will have liners in them
  - Class A's will fit properly. Class A's should be ready for wear upon arrival. There are limited dry cleaning resources available to the students
- Ensure the student has an updated alert roster with current phone numbers for the Company Chain of Command

#### RESPONSIBILITIES UPON ARRIVAL

- Parking is only authorized in the gravel parking lot to the west of the Academy (fenced in motorpool)
- Escort all students with a reserved or wait status bring bags and packets to BLDG 3444 0700-0900
  - Students will go inside to check in, then inform sponsor of unit of assignment
  - Students will not receive student numbers until later in the integration process
  - Students will need pen and ID card throughout the integration process

#### RESPONSIBILITIES AFTER DAY ZERO

- Regular contact with the student to monitor progress. Academy personnel will not give out individual scores or evaluation pass/fail status.
- Ensure all missing items are provided to the student before 72 hours have elapsed
- Lunch/Dinner visits
  - Prior arrangement must be made through the Company operations clerk
    - A Co 475-8458/6144
    - B Co 475-8461/6290
    - C Co 475-8104
  - Visits must be brief due to the large amount of personnel that must go through the chow hall
  - Do not bring packages or other items for students to chow. Packages are to be dropped off at the Company operations clerks

#### GRADUATION

- Bags are to be picked up night prior to graduation or no later than 0800 the morning of graduation
  - Bags that are transported by Academy personnel will not be picked up until after the ceremony and clean up details are complete
- Sponsors or family members will not transport students to graduation
- Students are not released immediately after graduation. Awards and Diplomas are handed out after clean up detail have been completed. Soldiers are then released to pick up bags and report to their sponsors